

**MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM**  
**FIRST QUARTERLY ACTIVITY REPORT**  
**JULY THROUGH SEPTEMBER 2002**

Prepared by  
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LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the  
STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION  
RESEARCH PROGRAM  
in cooperation with the  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

## CONTRACT REQUIREMENTS

### *GENERAL*

The LTAP staff currently consists of Steven V. Jenkins, Director; Jeralyn Brodowy, Business Manager; Donnetta Bohrman, Program Coordinator and Michele Beck, Graphics Technician. All staff positions except the director serve LTAP and WTI.

### *Task A – Compile and Maintain a Mailing List*

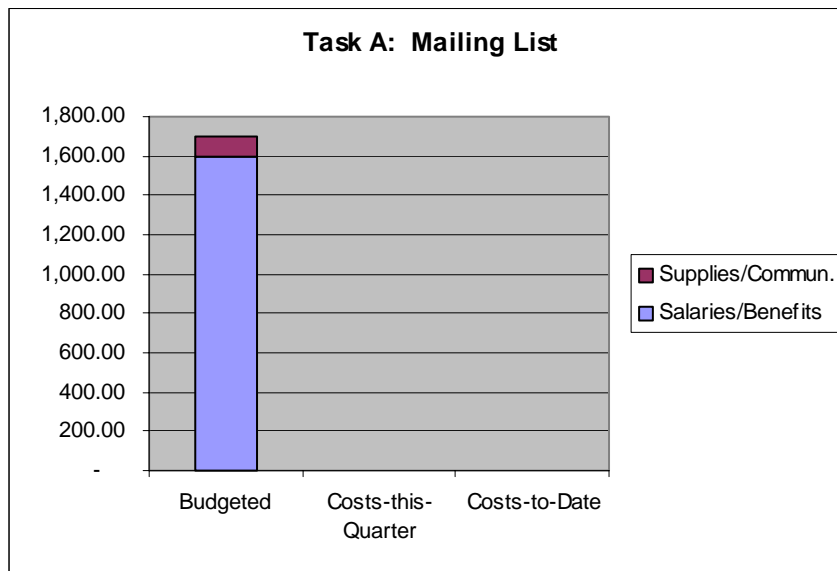
Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter. An extensive update to the mailing list was done this quarter to eliminate duplicate mailings and outdated addresses. Time spent on this table will be reflected on next quarterly report.

**Table 1: Mailing List (as of September 30, 2002)**

<b>Category</b>	<b>Prior Count</b>	<b>Additions Or Deletions</b>	<b>Current Count</b>
Federal	228	-26	202
State	316	-65	251
County	497	-126	371
City	489	-177	312
Tribal	30	-2	28
Private	436	-95	341
Other	51	-13	38
<b>Total</b>	<b>2047</b>	<b>-504</b>	<b>1543</b>

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

**Figure 1. Mailing List Budget vs. Costs-to-Date**



**Table 2: Mailing List Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	0.00	\$1,600.00	0.00
Supplies/Communications	25.00	0.00	100.00	0.00
<b>Total Direct Costs</b>	<b>\$425.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>	<b>\$0.00</b>

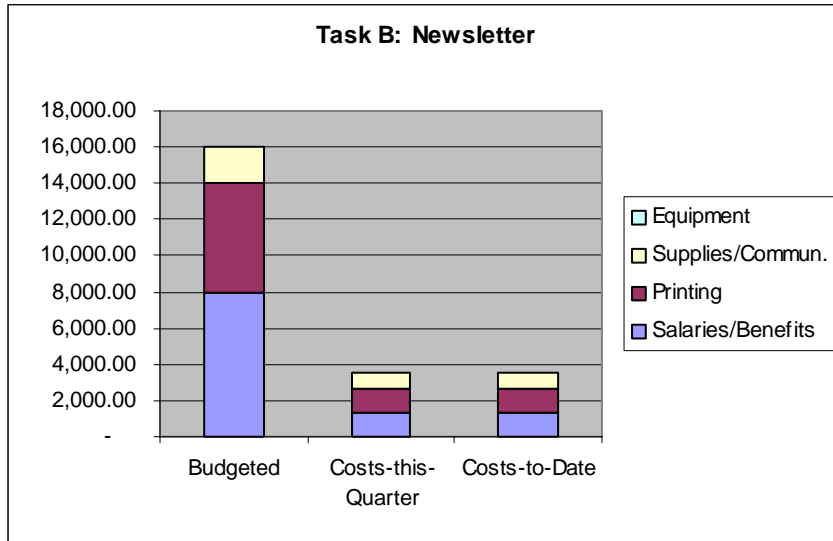
***Task B – Publish a Quarterly Newsletter***

The first quarterly newsletter (July, August, September) for 2002 was published in July 2002. It contained the following articles: Drainage & Culvert Installation, Calendar of Events, Conferences, Road Rage and Humor.

Approximately 2.7% of the Director’s time and 30.7% of the Graphics Technician’s time and .2% of the Program Coordinator’s time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

**Figure 2: Newsletter Budget vs. Costs-to-Date**



**Table 3: Newsletter Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	\$1,323.84	\$8,000.00	\$1,323.84
Printing (professional svc.)	1,500.00	1,289.09	6,000.00	1,289.09
Supplies/Communications	500.00	898.57	2,000.00	898.57
<b>Total Direct Costs</b>	<b>\$4,000.00</b>	<b>\$3,511.50</b>	<b>\$16,000.00</b>	<b>\$3,511.50</b>

### ***Task C – Provide Technology Transfer Materials***

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4.

**Table 4: Publications (July 1 to September 30, 2002)**

	<b>FHWA Publications</b>	<b>SHRP Publications</b>	<b>Other Publications</b>
Federal	2	-	56
State	2	-	2
County	40	-	2210
City	1	-	1
Tribal	0	-	0
Private	7	-	48
Other	0	-	0
<b>Total</b>	<b>52</b>	<b>-</b>	<b>2317</b>

Software mailed this quarter is shown by category of requesting party in Table 5.

**Table 5: Software (July 1 to September 30, 2002)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Software Sent</b>
Federal	-	-
State	-	-
County	-	-
City	-	-
Tribal	-	-
Private	-	-
Other	-	-
<b>Total</b>	<b>0</b>	<b>0</b>

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6.

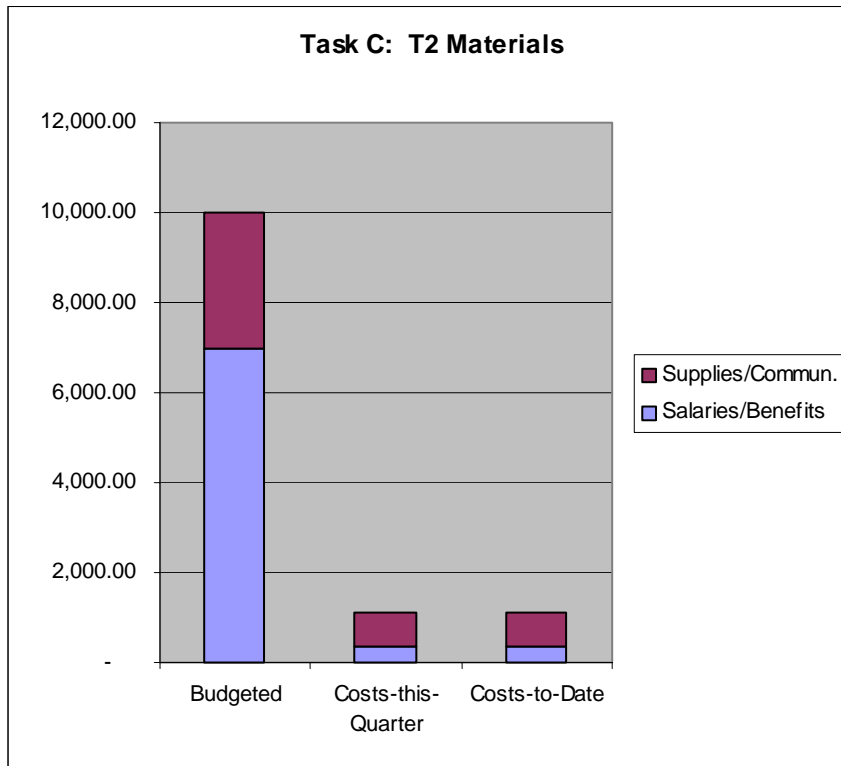
**Table 6: Videotapes (July 1 to September 30, 2002)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Videotapes Sent</b>
Federal	0	0
State	0	0
County	9	16
City	6	6
Tribal	1	3
Private	3	3
Other	1	4
<b>Total</b>	<b>20</b>	<b>32</b>

Approximately 1.4% of the Director's time, .2% of the Program Coordinator's time and 1.6% of the Office Assistance's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

**Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date**



**Table 7: Technology Transfer Materials Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	\$ 369.16	\$7,000.00	\$369.16
Supplies/Communications	750.00	750.19	3,000.00	750.19
<b>Total Direct Costs</b>	<b>\$2,500.00</b>	<b>\$1,119.35</b>	<b>\$10,000.00</b>	<b>\$1,119.35</b>

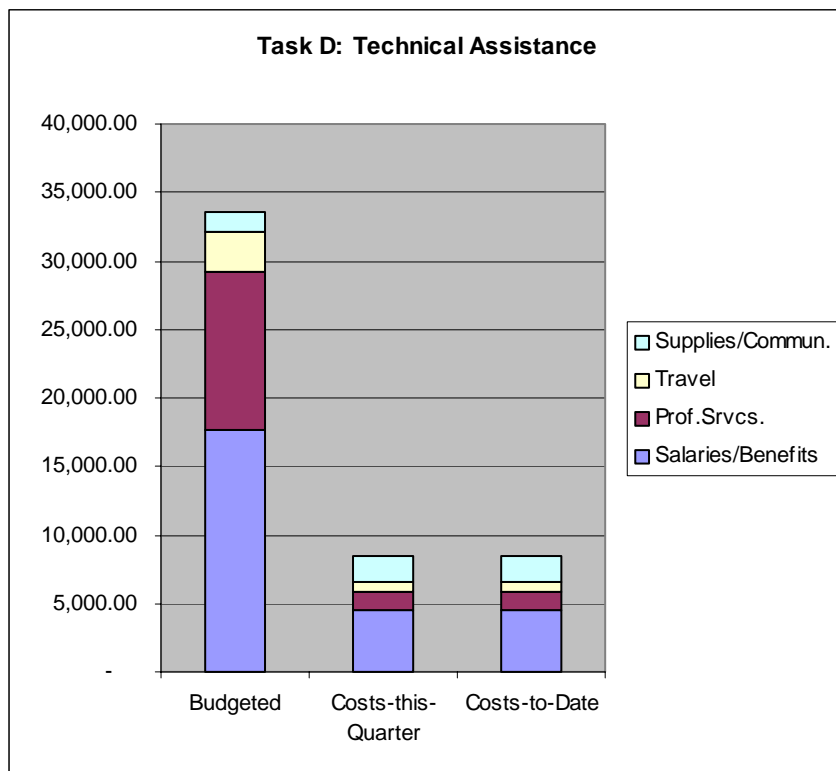
### ***Task D – Provide Information and On-Site Technical Assistance***

The Director spent 12.4% of his time providing 57 separate instances of technical assistance during this quarter. The Field Engineer spent 20% of his time providing 17 instances of technical assistance during this quarter.

The number of WATTS line calls in July, August and September was 388 for approximately 22 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

**Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date**





**Table 8: Information/Technical Assistance Budget Summary**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>First Quarter Actual Charges</b>	<b>1 Year Budget</b>	<b>Year-to-Date Actual Charges</b>
Salaries/Benefits	\$4,407.50	\$4,526.26	\$17,630.00	\$4,526.26
Professional Services	2,875.00	1,365.56	11,500.00	1,365.56
Travel	750.00	725.70	3,000.00	725.70
Supplies/Communications	350.00	1,890.16	1,400.00	1,890.16
<b>Total Direct Costs</b>	<b>\$8,382.50</b>	<b>\$8,507.68</b>	<b>\$33,530.00</b>	<b>\$8,507.68</b>

***Task E – Conduct or Arrange Seminars/Training Sessions***

During this three-month period, six workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops were Work Zone Flagging, 13<sup>th</sup> Annual Equipment Operators Training and Snow Rodeo.

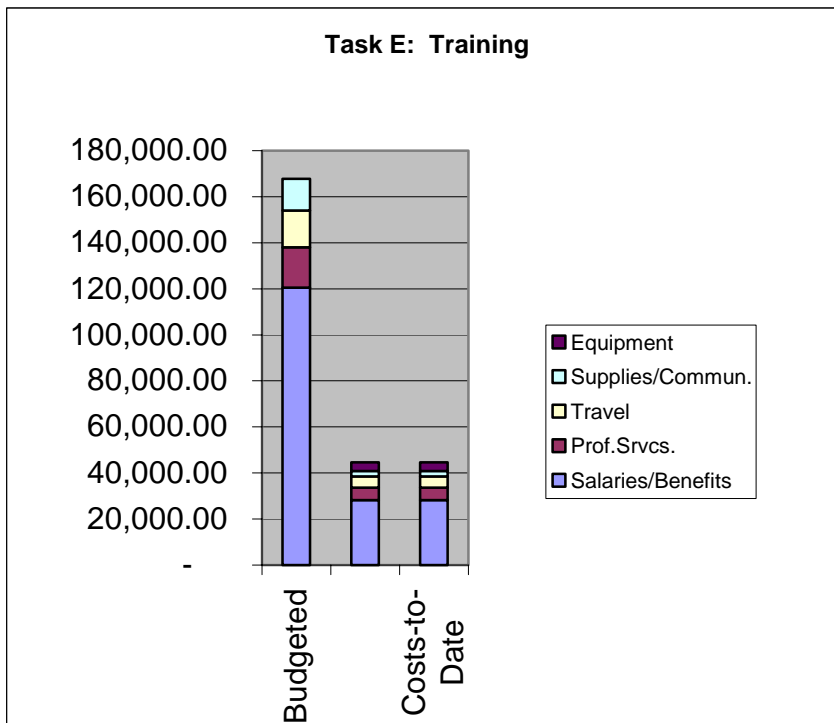
Approximately 82.1% of the Director's time, 80 % of the Field Engineer's time, 6.4% of the Business Manager's time, 74.9% of the Program Coordinator's time, 5.6% of the Office Assistance's time, 41% of the Graphic Technician's time, and 77.7% of the LTAP students' time was spent on this task during the quarter.

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus the costs-to-date (in direct costs).

**Table 9: Workshops/Training Sessions Conducted (July 1 to September 30, 2002)**

<b>Date</b>	<b>Title</b>	<b>Location</b>	<b># Attended</b>	<b>Instructor</b>
7/3/02	Work Zone Flagging	Yellowstone Nat'l Park	45	Steven Jenkins
8/8/02	Work Zone Flagging	W. Glacier	12	Steven Jenkins
8/9/02	Work Zone Flagging	St. Mary's	10	Steven Jenkins
8/21/02	Work Zone Flagging	Bozeman	2	Steven Jenkins
9/4/02	13 <sup>th</sup> Annual Equipment Operators Training	Great Falls	37	Steven Jenkins Sam Gianfrancisco
9/5/02	Snow Rodeo	Great Falls	47	Steven Jenkins Sam Gianfrancisco
	<b>Total</b>		<b>153</b>	

**Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date**



**Table 10: Seminars/Training Sessions Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$30,144.00	\$28,225.12	\$120,576.00	\$28,225.12
Professional Services	4,375.00	5,465.01	17,500.00	5,465.01
Travel	3,971.75	4,817.23	15,887.00	4,817.23
Supplies*/Communications	3,458.50	2,388.83	13,834.00	2,388.83
Equipment		3,715.27		3,715.27
<b>Total Direct Costs</b>	<b>\$41,949.25</b>	<b>\$44,611.46</b>	<b>\$167,797.00</b>	<b>\$44,611.46</b>

### ***Task F – Evaluation***

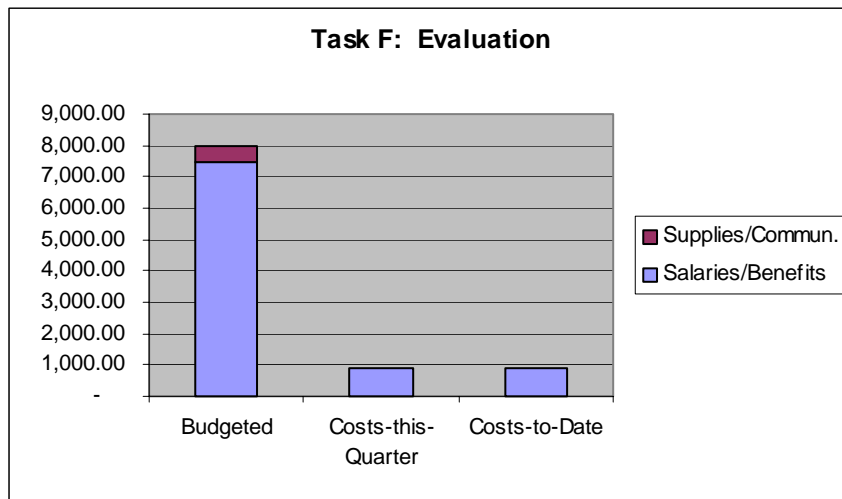
\*Supplies include conference services costs related to workshops/seminars.

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting

Approximately 7.1% of the Business Manager's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

**Figure 6: Evaluation Budget vs. Costs-to-Date**



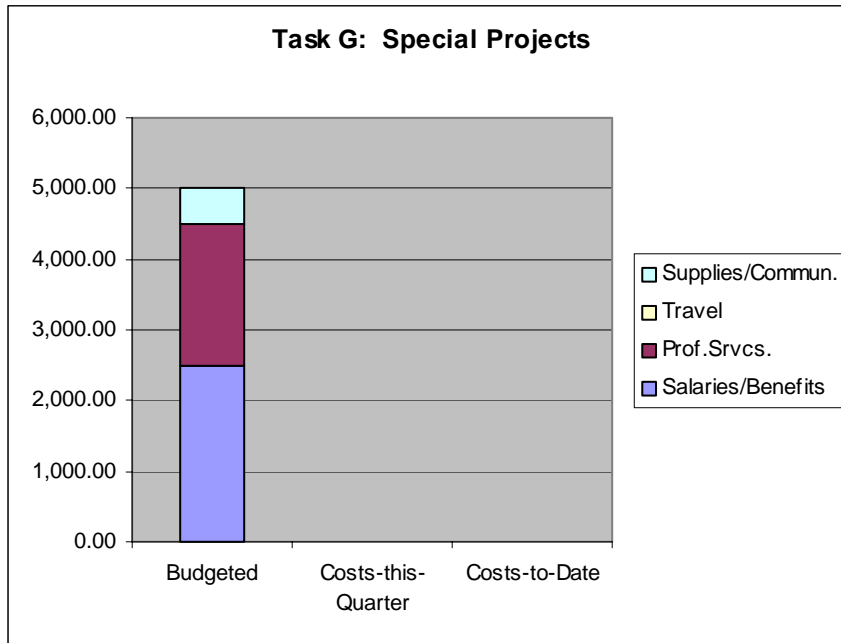
**Table 11: Evaluation Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	\$882.29	\$7,500.00	\$882.29
Professional Services	250.00		1,000.00	
Supplies/Communications	125.00		500.00	
<b>Total Direct Costs</b>	<b>\$2,250.00</b>	<b>\$882.29</b>	<b>\$9,000.00</b>	<b>\$882.29</b>

### ***Task G – Special Projects***

Funds are actively being pursued to upgrade and reprint the “Guidelines For Work Zone Safety” MDT pocket book. Members from the Montana Work Zone Safety Committee will be selected to edit and write the material.

**Figure 7: Special Project Budget vs. Costs-to-Date**



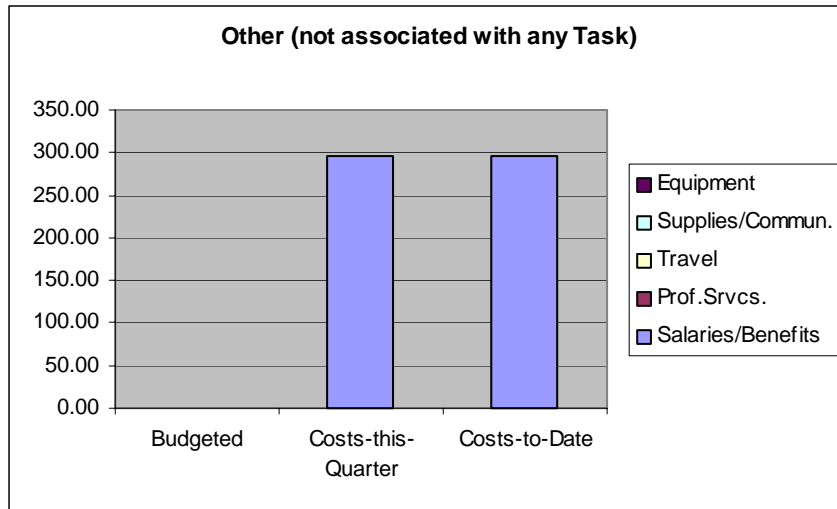
**Table 12: Special Project Budget Summary**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$625.00	0.00	\$2,500.00	0.00
Professional Services	500.00	0.00	2,000.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	125.00	0.00	500.00	0.00
<b>Total Direct Costs</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

## Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13. Approximately 1.3% of the Director's time was spent on non-task specific activities during this quarter.

**Figure 13: Other Costs Budget**



**Table 13: Other Costs**

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	\$296.34	\$0.00	\$296.34
Professional Services	0.00	0.00	0.00	20.00
Travel	0.00	0.00	0.00	466.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$296.34</b>	<b>\$0.00</b>	<b>\$296.34</b>

## BUDGET SUMMARY BY CATEGORY

*First Quarter 2002*

Direct Costs	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,201.50	\$35,623.01	\$164,806.00	\$35,623.01
Professional Services	9,250.00	8,119.66	37,000.00	8,119.66
Travel	4,971.75	5,542.93	19,887.00	5,542.93
Supplies/Communications	5,333.50	5,927.75	21,334.00	5,927.75
Equipment		3,715.27		3,715.27
<b>Total Direct Costs</b>	<b>\$60,756.75</b>	<b>\$59,928.62</b>	<b>\$243,027.00</b>	<b>\$59,928.62</b>
Indirect Costs	14,493.25	14,057.16	57,973.00	14,057.16
<b>Total Direct and Indirect Costs</b>	<b>\$75,250.00</b>	<b>\$72,985.78</b>	<b>\$301,000.00</b>	<b>\$72,985.78</b>

## BUDGET SUMMARY BY TASK

*First Quarter 2002*

Task	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	\$ 0.00	\$ 1,700.00	\$ 0.00
Newsletter	4,000.00	3,511.50	16,000.00	3,511.50
Technology Transfer Materials	2,500.00	1,119.35	10,000.00	1,119.35
Information/Technical Assistance	8,382.50	8,507.68	33,530.00	8,507.68
Seminars/Training Sessions	41,949.25	44,611.46	167,797.00	44,611.46
Evaluation	2,250.00	882.29	9,000.00	882.29
Special Projects	1,250.00	0.00	5,000.00	0.00
Other Costs	0.00	296.34	0.00	296.34
<b>Total Costs</b>	<b>\$ 60,756.75</b>	<b>\$58,928.62</b>	<b>\$243,027.00</b>	<b>\$ 58,928.62</b>

## ***SUMMARY***

The Montana Local Technical Assistance Program provided several Work Zone Safety and Flagging workshops. Requests for assistance in Work Zones from both Glacier National Park and Yellowstone National Park were answered. Glacier Park employees attended the Safety Congress Meeting and received the sign sets earlier this year. This enables the parks to establish work zones consistent with local governments and MDT.

Equipment Training courses were held at the Annual Snow Conference in Great Falls. The conference was smaller than expected with registration around sixty participants. MDT had committed to bringing an additional thirty to forty participants but was constrained by budget cut backs. Training was held on the snowplow, backhoe, motor grader, forklift and loader. Certification was offered on the forklift. Sam Gianfrancisco and Steve Jenkins also made many on site technical assistance visits.